



COUNTY OF BAY

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REPORT TO THE COUNTY EXECUTIVE **THIRD QUARTER 2005**

ADMINISTRATIVE SERVICES

The Administrative Services Department submits the following report for the 3rd quarter of 2005:

- Participated in the interview and selection process of the 9-1-1 Director position awarded to Kathy Hamme.
- Participated in the interview and selection process of the Housing Director position awarded to Marie Hayes.
- Participated in the preparation and evaluation of the Housing Rehabilitation Quality Based Selection process, with a contract awarded to the Mid-Michigan Community Action Agency.
- Participated in labor-management negotiation meetings.
- Continued in the process of formulating a Business Recovery Plan as part of the SunGard Precovery software package, which will provide immediate response and subsequent recovery from any unplanned business interruption. We are in the beginning stages of compiling this county-wide plan.
- Chaired two Local Planning Team meetings to prepare for completion of pending projects funded by the FY 2004 Planning, Equipment, Training, and Exercise Grant, and further develop the plans for utilizing the FY 2005 State Homeland Security Grant funds.
- Held two Homeland Security Team meetings with key departmental emergency responders. Plans are underway to better coordinate bio-terrorism activities and facilitate better communication within the county and across the departments.

- Complied with a new federal requirement to qualify for continued grant funding. This included securing resolutions from the Bay County Board of Commissioners and the Bay City Commission to adopt the National Incident Management System (NIMS) and National Response Plan (NRP).
- With the cooperation of the MSU Extension office, NIMS and NRP training is being made available in the computer lab to any and all emergency responders requiring instruction and testing of the NIMS and NRP. This is to ensure full county-wide compliance by the deadline of September 2006.
- Submitted and received approval for a licensing agreement with the American Society of Composers, Authors and Publishers. This agreement was necessary for county departments/divisions to play copyrighted music at events within the county.
- Chaired Juvenile Home Core Team meetings and conducted separate meetings regarding the Juvenile Home budget and personnel issues.
- Prepared the proposed 2006 Administrative Services budget, and participated in the review of other proposed departmental budgets for FY 2006.
- Participated in monthly Executive Team Staff Meetings.
- Provided ADA compliance requirements and expertise to the VFW Hall in Pinconning which will now serve as a senior citizen meal site.
- Attended the annual Michigan Association of Counties Conference on August 15 and 16.

Buildings & Grounds Division:

- Completed 2006 Budgets and submitted.
- Performed annual fire drills at County Building, Health Department, Court Facility, Community Center, Civic Arena, Mosquito Control, and Animal Control.
- Removed, re-anchored, tightened and sealed marble on Center Avenue entrance steps. Some pieces weighed over a ton each.
- Refinished tables for Drain Office and Clerk's Office.
- Patched, primed and prepped trim work and walls and painted ceiling in Clerk's Office.
- Installed 75' of new duct work needed for return air in the Health Department.

- Installed AC Unit on Pinconning Health Clinic.
- Changed out a 125 hp chiller pump motor at the Civic Arena.
- Met with DOA and VFW to tour VFW Hall in Pinconning in prep for possibility of consolidating meal sites at their location.
- Had media contact with Bay3 TV, Bay City Times, and Pinconning Journal promoting Pinconning Park.
- Manually removed vegetation from boat channel at Pinconning Park.
- Pulled underground wire at Pinconning Park for new electrical service in pavilion.
- Cut cattails at Pinconning Park.
- Removed old guard shack at Pinconning Park and brought back to the Fairgrounds to use for Yard Tools/Mower storage.
- Replaced 50 campsite fire rings at Pinconning Park.
- Cleared brush at Cody Esty Road parking lot and hauled guard rails back to Fairgrounds.
- Tore down and removed warming house at Fairgrounds.
- Prepared Fairgrounds for the Fair.
- Replaced four (4) electrical panels at the Fairgrounds.
- Installed electrical hour meter on the pool boiler.
- Rebuilt East Chiller 60 hp pump at LEC.
- Installed tinted one-way film on all 2nd floor outside windows at LEC.
- Washed and removed stains on exterior steel at LEC.
- Constructed new wall and painted entire mediation room at Court Facility.
- Painted curbs and speed bumps and re-stripped parking lots at Community Center and painted curbs at Court Facility and LEC.
- Removed concrete and asphalt, dug footings, poured concrete slab, and roughed in

the new addition to Canteen. Installed fire rated material and shingles to the new addition.

- Removed dead ash tree on the grounds of the Rental House at the Fairgrounds.

Community Center:

- Big Top Circus 3 day event at Fairgrounds with over 2,000 in total attendance.
- Native American Pride group 2 day event at Fairgrounds with over 1,000 in total attendance.
- Coed Volleyball leagues started with over 200 participants.
- Closed down Community Center pool – did winter prep.
- Breast Walk in conjunction with Health Department held at Community Center with over 100 participants.
- Relay for Life held at Community Center with over 200 participants.
- Blood Drive held at the Community Center – approximately 100 participants.
- Two day tool sale with over 500 to 600 in attendance.
- River of Time used facilities for registration and held dinner & breakfast/brunch for group. Throughout the 4 day event over 1,000 in attendance.
- Installed new door for Riverside Center and tiled back hall for them.

Emergency Services

Proceeding with evaluating and distributing equipment purchased under the \$700,000 Homeland Security Grant.

- Moved forward with the Bay County Credentialing Project this quarter with the issuance of identification cards to over 140 Health Department employees, including the Division on Aging and Animal Control. We also credentialed all of the 9-1-1 staff. This project uses the Fire Trax Accountability System as the software to host the ID card database. These new county identification cards not only have the employee's photo, but will have personal qualifications and medical information contained on the card in the form of a bar code.
- Added finishing touches to the design of our new Incident Command and Communications trailer for Bay County.

- Developed a RFP and sent it out to prospective companies. Specialty Vehicle Solutions submitted the lowest quote and was awarded the contract to construct the trailer.
- The Bay County Board of Commissioners passed a resolution adopting the National Incident Management System as our system of managing disasters response and recovery.
- The Bay City Commission passed the above resolution also.
- Over 30 county and city employees, who play critical role in emergency management, have passed the new FEMA independent study courses, required by the State of Michigan.
- The Local Emergency Planning Committee (LEPC) has completed two more plans under the Superfund Amendment Reauthorization Act (SARA).
- Spent three weeks in Mississippi helping out with the post Hurricane Katrina relief efforts. Worked in Gulfport, Pass Christian and Bay St. Louis. These areas were some of the worst hit areas in the area.

Information Systems Division

Departmental Projects

- Purchased the iSeries equipment for the replacement of the County current AS/400 and the Central Dispatch/911 replacement machine. In the process of working with DMC Consulting to build the machines with our current software and establish a Go-Live date to cut over to the new equipment. Tentative date for install is the second week of November, 2005.
- Working with SpeedNet to install a wireless connection at Monitor Township Fire department. The equipment is installed and the process of replacing the dial-up printer with a direct Network connection printer is in the final phase. Once we pilot this process for 30 days, and being that we are successful, using Home Security grant funding we will roll out this solution to all Fire departments and townships in Bay County.
- Finalized the ISD budget for 2006.
- Issued a purchase order for the Fortinet appliance hardware/software for our Security-Cyberterrorism solution. Once purchasing completes the transaction, will schedule to implement this solution during the 4th quarter.
- Ordered and received 70 Dell Personal Computers at cost of \$657.28 per machine. The total purchase price was \$46,009.60. In addition, ordered 4 IBM laptops for the Health Department. In the process of rolling out the new machines to each of the requesting departments that submitted their requests

- prior to the ordering of the hardware.
- Finalized the fiber issues dealing with the Core machine currently located in the basement of the County building with intentions to move the Core box to the 8th floor and reconfigure the current fiber runs that we have currently in place today. A final proposal is expected from NetSource One in the very near future.
- Researching the purchase of a product that will reduce the spam of E-mails entering the County network E-mail system. Product is called Double-Check and will have additional capabilities to prevent viruses and other sort of nuisance E-mail entering our system.
- Planning to upgrade GroupWise from release 6.0 to 6.5. Release 7.0 became available in September. After release 7.0 is in use at other sites, will plan an upgrade to 7.0 for second quarter, 2006.

Systems and Programming

Program Requests

Open requests	88 (17 with a status of Sunset)
Closed requests	31
New this quarter	23

Financial Applications

- Modified fixed asset depreciation programs after audit finalized
 - deleted old programs no longer used
 - purge of vendors no longer connected to asset tags
- Completed programming to automate health & life insurance rate changes
 - testing not done
- Modified programs to be used by Payroll in forecasting payroll costs for contract negotiations
- Completed program to balance the Payroll Journal by fund for month-end
- Created listing of line items not affected by applying forecasting percentages
- Created inquiry of selected jurors that have not completed questionnaires
- Deleted old jury programs/files no longer used
- Assisted Personnel in gathering data for the EEO reporting
- Assisted Personnel in gathering data for the Occupational Employment Survey
- Forward employee lists to Delta & YMCA
- Assisted in process of changing bank account #'s for payroll & accounts payable
- Modified W-2, federal & state income reporting process
- Various maintenance requests: Circuit Court, District Court, Finance, Payroll, Probate Court, Personnel, Insurance, Division on Aging
- Bi-weekly payroll duties
- Help desk duties
- General office duties

- Make enhancement on the Tech logging programs. Some of the changes were: adding a priority rank code, equipment tag lookup, the ability to record time spent on call.
- Changed A/R statements so that a short description will print per each invoice. This required a file change to the A/R invoice master file. Vendors were calling asking what the invoice was for. It has been reported from A/R, that this was a great help, and is very pleased about it.
- Changed the PREPAID checks run to a straight call instead for a submitted call. This will force the message to be answered. There was a problem of it not being answered.
- Fixed the aging report: a non-distribution credit was not being handle correctly.
- Changed the regular A/P check run - to check if it been submitted already. So duplicate calls to this will be stopped.
- W. I. P. - Change from magnetic tape to FTP file. At budget month end and payroll quarterly, there are reports that are written to magnetic tape and then sent to CSC group by mail. Then the CSC group will format these files to microfiche. Eliminate the magnetic tape, and instead setup to FTP files to CSC group. All FTP files will be encrypted before they are sent. Need to install encrypted software.
- Write a program to automatically write out the budget adjustments for the 3 month budget grants. This will save **lots** of time from keying the information in by the Budget Dept.
- In the equipment master - increase the memory field size from 3 to 4 positions, and add phone field.
- Made a couple of changes on the budget adjustment proof list report.
- Account Payable checks have a new bank account. Changed data area and run special program to add remaining void checks to the reconciliation file.
- Additional equipment enhancement - add telephone on displays screens. Tech logging will be able to pull information base on the telephone number from the equipment master.

* small program changes are not included.

ISD - Health Department

- Administration- Order office supplies. Cover Help Desk calls. Maintain time logs. Process mail.
- Finance- Work with Mark Pickell and Louis Long to clean up "Missing Receipt Numbers". Help Louis with updating MSS/ISS Ledgers for 2005. Queries for services from new system.
- SAMSA Health Department project- Test and put into production Medicaid electronic claims programs/files. Test and put into production HCFA 1500 paper claim forms. Health Plus- update files to generate claims, review electronic claims file, help Brian Emmendorfer set up for transmission, and transmit TEST

claims file. Work with users on data entry and problems/questions regarding new system. Set up new "Flu" clinic.

- Various queries for Clinics for services rendered, waiting for approval, etc.
- New/updated programs for Family Planning Statistics Reports.
- New/updated programs for Immunization Statistics Reports. Immunization daily reports. Add procedure codes/charges for new vaccines. Update vaccine charges with new rates and test programs to determine rates are used based on date of service.
- Miscellaneous Health department problems and questions. Review Medicare and Medicaid web sites for new/updated information.
- Change various Menus to add/remove options. New menu for claims processing.
- Update Health Department Employee file for DOA personal services.
- Update current Manual Billing programs.
- Prepare files/reports for 2005 Flu Clinics. Review documents from WPS (Wisconsin Physician Services) for roster billing. Health Department will apply for software package to use.
- Work with Judy Condon on Medicaid and other insurance claim rejections.
- Train Mark Pickell on Insurance payments. Write queries on services and payments.
- Train Bob Super on the new patient registration system, service entry and approval, and patient payments.
- Work with SAMSA regarding program "fixes". Also, proposal for sliding fee scale adjustments.

Technical Operations

- Completed installation of Division on Aging Riverside Lab PC's
- Quoted and ordered 70 PC's in joint effort with City of Bay City
- Quoted and ordered hardware and software for Health Dept grants before end of their fiscal year
- Quoted and ordered hardware and software for Emergency Services grants before end of their fiscal year
- Quoted and ordered equipment for 911 and Sheriff Dept
- Switched over gun terminal to web based portal
- Investigating installation of wireless internet for fire departments
- Working with NetSource One on fiber runs and network issues
- Configured Netgear VPN switch router for Monitor Twp Rip and Run test and setup PC
- Attended Cisco switch router training
- Upgraded Swanson commissary software
- Updated In Time Solutions Scheduling software
- Modified startup configuration file for Pervasive software to prevent slowdown of network

- Installed 11 new PC's for Treasurer's office
- Prepared ghost image for 70 new PC's
- Continued success with Send Computer to Camp project

Solution Area Planner:

The Fiscal Year 2004 Homeland Security Grant (\$672,993) has been extended to 10/30/05. The LPT (Local Planning Team) has prioritized the needs of the First Responders and reallocation of funds. The funds are being spent as allowed by the grant and directed by the LPT. The Incident Command Trailer was moved to the FY2005 grant and some 800 MHz radios pulled forward to the FY04 grant.

Reimbursement for the FY2004 grant is being prepared and will be submitted also.

The FY2003 Training grant and the Exercise grant have both ended until July 31, 2005. Final reimbursement was submitted for \$6,255.51 and \$5,544.22 respectively.

The FY2005 State Homeland Security Grant Program(SHSGP) for \$659,173 has been announced and the LPT has met to prioritize projects for submission. The grant is \$480,642 for State Homeland Security (SHSP) and \$178,531 for the Law Enforcement Terrorism Prevention Program (LETPP). The initial submission of this grant was made and the grant period is until January 2007.

Hurricanes Katrina and Rita caused much stir in Bay County and some expenses by the Health Department and FIA will be incurred. Emergency Services had a partial activation of the EOC to insure that the parties were working together and communications were open.

CORPORATION COUNSEL & RISK MANAGEMENT:

During the third quarter of 2005, the Department of Corporation Counsel and Risk Management assisted the County with property transactions including conveying of remaining landscape set-asides to the Great Lakes Foundation. An appraiser was qualified and assigned to appraise the County Market for consideration of sale by the Board of Commissioners. A qualifications-based selection process was completed for an indigent legal services provider. Legal/Risk Management Coordinator Debra Russell assumed interim responsibility when Marie Hayes took over as Interim Director of Center Ridge Arms. Contract review and liaison duties for litigation occupied considerable time as litigation in process continued. Participation in Violence in the Workplace Policy implementations also occurred.

ENVIRONMENTAL AFFAIRS AND COMMUNITY DEVELOPMENT

Geographic Information Systems (GIS)

Hazard Mitigation Plan:

Completed collecting GIS data for the Hazard Mitigation Plan and finished creating GIS maps for the plan analyzation.

Other:

- Continued 2005 Parcel updates.
- Attended Training on Microsoft Access.
- Attended Michigan Counties Association of Mapping Professionals (MICAMP) Conference.

Miscellaneous GIS Mapping and Data Requests including:

- Bay Arenac ISD Fiber Optics Maps for Bob Super (ISD).
- Prepared a map of the Distance to Jail for Bob Redmond.
- Using GPS data of the Remonumentation corners in Williams Township, tested different means for creating highly accurate parcel data.
- Misc. Site maps for Tom Hickner.
- Maps of Auction Properties for Treasurers office.
- Created maps of Senior populations in the Northern Township for Division on Aging.
- Prepared maps of the Marquette Industrial Park for Bay Future.

Transportation Planning

- Attended Michigan Transportation Planning Association Conference.
- Rated the Bay County Federal Aid Eligible roads for Asset Management and collected the corresponding data.
- Attended Monthly Michigan Transportation Planning Directors meetings
- Attended monthly Center Avenue Heritage Route Trust meetings
- Completed BCATS indirect cost allocation plan

Travel Demand Model base year data:

- Completed working on the Bay County business locations and number of employees at each business in Bay County for .
- Collected information on Special Generators for use in the model.
- Determined Traffic Analysis Zone types.

Mosquito Control:

Surveillance & Control Measures:

In the third quarter of 2005, Bay County Mosquito Control continued full operations on surveillance and control measures for the residents of Bay County. Special efforts during this period were made to control mosquitoes for major events held in Bay County such as: Fourth of July Fireworks, Rock-N-Wheels, Munger Potato Festival, Pig-Gig Festival, Linwood Pickle Festival, St. John's

Festival, and the River of Time.

Scrap Tire Collection:

We held one Scrap Tire Collection on July 15th & 16th, 2005. It was a huge success, with 2100 tires collected. Scrap tire collections continue to be a popular item with Bay County residents, helping to clean the environment and eliminate potential mosquito breeding sites. We will continue our scrap tire collection efforts in the future.

Mosquito Samples:

Eight hundred thirty-nine mosquito samples (containing 11,475 individual mosquitoes) were submitted to the MSU Microbiology and Molecular Genetics lab this summer. To date, only eight pools have tested positive; all eight samples were *Culex restuans* or *Culex pipiens*. We have reported hundreds of dead wild birds to the Michigan Department of Community Health website for the quarter and have tested 50 birds in house; 24 were positive and 26 were negative. We will continue testing birds until October 1.

Public Education:

In response, public education efforts got under way to inform citizens of risk, backyard mosquito control and general safety precautions. Additional larviciding and adulticiding were implemented in areas with high numbers of WNV-positive birds and mosquitoes.

Mosquito Control:

The control portion of our program ended October 7, 2005, when mosquito activity declined significantly. The next phase of Mosquito Control will be winterization and storage of control equipment and vehicles.

Gypsy Moth:

Monitoring:

Staff continued monitoring the Gypsy Moth population where home owners called to inquire about insects in their trees. Pupation began late in June and the adults began to emerge by July 15, 2005. Both Males and females were noted throughout the rest of July in to the second week of August. Fall egg mass Surveys were begun in mid September so that field work could be completed in time to meet new earlier deadlines set by the Michigan Department of Agriculture Gypsy Moth Grant Program. Staff also checked 30 to 40 sites for evidence of the emerald ash borer (EAB). No signs of EAB were found though exit holes from other native species of ash borer were sited.

Training:

In September, program staff attended the Michigan Department of Agriculture's Fall Training program where we learned that there are few changes to the grant

program for 2006 though all the deadlines for the year have been moved up by one month. Grant documents and field survey data are due to the MDA by December 1, 2005. The Coordinator also attended a workshop about the EAB and what control methods are available to the homeowner for controlling EAB.

Educational Programs:

Staff members conducted educational tours at Pinconning Park on Saturdays throughout July and August and did presentations for Master Gardener programs in August and September.

Soil Erosion:

There are 110 total permits issued into the third quarter. This is comparable with 2004 in the amount issued. Although more permits in the commercial classification are still in progress, and site inspections will carry over into the end of the year.

FINANCE DEPARTMENT

Payroll

Normal activities.

Worked with Treasurer to implement the change of banks as it related to payroll wire transfers.

Prepared several spreadsheets for upcoming labor negotiations.

Worked with Phyllis Hartman of ISD re: laser printing of W-2's and 1099's.

Health Insurance

Implemented new employee and employer premiums effective 7/1/2005.

Completed government required report relative to Medicare Coordination.

Preparation for implementation of Medicare Part D. Attended meetings with administration and Public Employee Benefits Solutions (PEBS) representatives. Submitted information to actuary that is required for them to prepare the actuarial equivalence test for the retiree drug subsidy. Executed contract with Part D Advisors. Prepared and submitted spreadsheet to PEBS with information relative to Medicare eligible retirees and dependents. Shared information with other County payroll centers.

Retirement

Board of Trustees authorized Becker, Burke Assoc. to begin the search for a replacement government bond investment manager and an international SMID growth investment manager.

Processed refunds associated with the 420 transfer.

Cathy Nagy of Gabriel, Roeder, Smith & Co. reviewed the 12/31/2004 valuation with the Board of Trustees at the 9/13/05 meeting. Notified employer groups (BABH, Road Commission, DWS, Library, Bay Medical Care Facility) of funding requirements for 2005 as a result of the 12/31/2004 actuarial valuation. Contacted representatives of all employer groups to see if they want to participate in a study that would identify the Short-Term Expected Pattern of Employer Contribution Rates.

Michael Regulski, Danean Wright and Sue Gansser attended the Fall MAPERS training conference.

V.E.B.A.

Began to put together the information needed for the 12/31/2004 valuation.

401K

Processed four loan applications.

Self-insurance

Submitted the 12/31/2004 actuarial valuation information.

Met with Lloyd Silberman of Norman Peterson and Associates regarding a Return-to-Work program.

457 Deferred Compensation

Scheduled employee meetings for September 26 - 30.

Miscellaneous

Assisted with several 2006 budget preparation tasks.

Processed mailing to vendors requesting tax identification numbers.

Budget/Grants

Preparation of the 2006 Executive Recommended Budget was the primary focus of the budget department in the third quarter of 2005. During the month of July all county departments submitted their 2006 budget requests, such requests were submitted on line by the requesting departments.

During the week of August 8, the 2006 Budget Hearings were conducted. After the hearings were concluded, the process of examining each request in an attempt to balance revenues to expenditures began, with the Finance Department and County Executive working together to reach such goal.

On October 3, 2005, the recommended budget was printed and submitted to the Board of

Commissioners in accordance with PA621.

Preparation of the 2005/2006 Secondary Road Patrol Grant Application was completed during this quarter. In addition, preparations began to close the accounting cycle for grants ending fiscal year September 30, 2005.

Accounting

- Board of Commissioners approved extending Rehman Robson's contract to audit the County's books.
- Filed the County's Report on Expenditures of Federal Awards (Single Audit) for year end December 31, 2004.
- Mike Regulski, Andrea Szymanski and Louis Long participated in a GASB update training via the internet.

Purchasing

- **RFP's/RFQ's opened:** Revers auction for the sale of 3 patrol cars; Command Trailer.
- **Drafted:** Arcade bid; Janitorial Supply.
- **Bids Sent out:** Generator; Mosquito Control 4x4 trucks; Command Trailer.
- **RFP's/RFQ's under review:** Family Therapy; Assigned Council; Housing Rehabilitation Coordinator.
- **Bids Warded:** Mosquito Control 4x4 trucks; Division on Aging van; Tax Reversion Agent; Generator; Water Treatment Plant security upgrade; Command Trailer.
- Phone line audit concluded.
- Purchase of 4 patrol cars using state contracted price.

HOUSING DEPARTMENT:

- Purchased parking stickers for all resident vehicles.
- Held a half day clinic for residents to receive flu and pneumonia shots.
- Preparing for a fire safety clinic to be held in November.
- Attended state and national NAHRO conventions for updates on HUD regulations.
- Submitted PHA (Public Housing Authority) play for FY 2006 and amended 5 year plan.
- In process of completing Environmental Review.

MSU EXTENSION

Michigan State University (MSU) Extension is an educational outreach unit of Michigan State University. While working in the community, non-traditional educational programs are provided to help families, whether in farm, rural, or urban settings, to survive. Education provided by MSU Extension extends beyond the brick-and-mortar assistance that may be of interest in other areas of community support.

The following programs are highlighted for this quarter. Many are accomplished in collaboration with other departments or organizations with MSU Extension taking leadership.

Agriculture and Natural Resources – The ANR Extension educator worked with Bay County Farm Bureau to host an agricultural tour of Bay County to show local leaders the diverse agriculture economy that we have here. The tour visited a dairy farm in northern Bay County, a pickle and dry bean operation mid-county, a nursery and landscape company located in the east, a vegetable operation on the eastside, and a sugar beet and potato operation in the southern corner of Bay County. The tour had 25 participants.

The MSU Extension Bay County office, along with the Michigan Bean Commission, had the variety plot tour and marketing meeting this quarter. The tour had 75 participants, who learned about new varieties of dry beans that can be grown in Bay County and what the market is looking for in dry beans.

Project FRESH has reimbursed \$6,776 to local farmers who grow fresh fruits and vegetables through program coupon redemption.

Master Gardener Volunteer Program - This quarter the Master Gardener Volunteer Program coordinator worked with the Bay County Master Gardener Association to start an educational newsletter and helped create membership notebooks for new Association members. On going planning and site beautification continues on approved Master Gardener projects in this quarter, like the Victorian-style beds at the Sage Library. The MDOT I-75 rest stop at Linwood continues to be a high-profile project site. Dozens of mums were planted in September, while Master Gardeners fielded questions and gave impromptu tours for visitors as far away as Ohio and Kentucky...giving opportunities to point out reasons to come and visit other Bay County attractions! Eight additional Master Gardeners were certified this quarter.

Children, Youth, and Family Programs: Family Consumer Sciences, Family Nutrition Program, and Breast Feeding Initiative –

Building Strong Families Program: This quarter there was 87 home visits in which this parent program was delivered in the third quarter. At the YWCA Family Enrichment program, there were four sessions held with five families attending.

Family Nutrition Program: There was a total of 65 home visits delivering the nutrition program in the third quarter. At the YWCA Family Enrichment program, this program was delivered four evenings with five families attending. Also in the third quarter, a canning class held in August was well attended and a food safety presentation was held two different days for Head Start parents. A nutrition program was held in conjunction with the Families Reading Together Program. Nutrition programming was held at the Rainbow Center and the Group home, Beacon of Harbor. Project FRESH classes were held at the WIC office and the farmer's market a total of 23 times. All 400 coupons were distributed.

Breast Feeding Initiatives Program: There were a total 141 home visits, 69 one on one contacts at WIC and 26 contacts through hospital. A Rock and Rest station was held on both sides of the Saginaw River for the 4th of July Fireworks Festival. About 45 families used this area to either breast feed or change their child's diaper. The diapers and wipes were donated by Babies 'R Us. The annual Breast Feeding walk was held in the third quarter with 27 participants in attendance.

Better Kid Care: An 18-hour Relative Care class was held with 17 participants completing the course. A 36-hour BKC training was held for nine participants interested in getting their home licensed for day care. Four of these participants work in group homes or day care centers. There are four of our past participants who are still licensed from last year. One of our past participants received \$3,500 for a start up grant. With this grant she was able to get septic tank work done in order to open her home.

Children, Youth, and Family Programs: 4-H Youth Programs – The fall 4-H Horsemanship for Handicappers/ PEP program began September 7, 2005. The program is at capacity with 25 youth participating and a waiting list of over 10 for the spring program. Currently, over 75 volunteers spend one evening a week for six weeks to make this program an ongoing success.

Kettunen Center in Tustin, Michigan, will be buzzing with Bay County youth and volunteers as workshops begin for the new program year. Four youth and leaders will be attending a Clothing and Textiles workshop in October. Other upcoming workshops include focuses on horses, small animals, and large animals.

The Bay County 4-H Livestock Association is gearing up for the new program year with officer turn-over taking place in September. This youth-ran organization will be setting goals for the next year and planning upcoming activities such as the annual spaghetti dinner in February. This group has grown very quickly and will be working on how to address these growth issues for the 2006 Fair. The group is compiling a list of features they would like to update in the livestock barn and fund raising for those updates.

Our 4-H Advisory Council recently had their officer turn-over take place. In future months, the group will be setting goals and a budget for the program year, which starts in October. Council recently put on a Family Fun Day at the Auburn Park. Over 100 youth, leaders, and parents were in attendance. Events the youth and adults participated in included a fishing contest, relay games, volley ball, soft ball, and face painting. The purpose of the events was to bring families together after fair and have some fun to celebrate everyone's hard work.

Fair was a great success, with several new opportunities for youth. The Livestock Association had their first King/Queen/Prince/Princess contest. Youth were required to submit an application describing themselves then attend an interview. The court that was chosen was responsible for passing out ribbons and helping judges whenever possible. They were also a great role model for others during the livestock auction as they reminded youth to thank their buyers and smile for photographs. The information center in the livestock barn was also used as an opportunity to educate the public about livestock breeds and care.

Leaders are currently looking forward to the new program year. Mandatory annual leader training will be offered in October and November. The leader training sessions will be an opportunity for leaders to brainstorm on new ideas for their clubs, as well as receive updates on new USDA and MSU policies.

Successful Futures: Staff provided over 382 home visits and made over 400 referrals to local agencies this quarter. We have successfully detected several autistic children and connected them with the local so that they will hopefully be integrated into the school system before kindergarten. A large percentage of our referrals in this quarter were for parents with depression and other mental health disorders, as well as helping families find housing and access to usable utility services.

The Successful Futures staff partnered with the local breastfeeding coalition and supported the Rock and Rest activity at the Bay City Friendship Shell during the 4th of July festivities. We also are teaming with Bay Regional Medical Center to plan and support the up coming BRMC Annual Community Baby Shower. In August a presentation was made to local doctors and interns at the Family and Child Clinic in Essexville on both Successful Futures and the MSS/ISS program. The Successful Futures home visiting nurse began delivering both the Successful Futures program and the Bay County Health Department's MSS/ISS program to Bay County families this quarter.

9-1-1:

- Gary Brozewski, former 911 Director retired in June and Kathy Hamme filled in as the Acting Director during this period.
- 911 had several projects underway. One project was auditing our radio circuits and phone lines. We discovered radio circuits that were no longer in use from 20 years ago and phone lines that were not being used. We had to add a few new radio circuits because of radio equipment being moved from the Cody Estey and 11 mile tower to a new site at Whitefeather and 7 Mile. Through this process and because of the importance of these circuits, we are working on consolidating our radio circuits onto one phone bill and discovered that this is a complicated process. We had to update our transfer lines at the main dispatch center and the back-up center. Rick Pabalis is assisting with a new tower to be erected on top of the County Building which will hopefully reduce interference and increase some radio coverage.
- In order for our equipment to be compatible with the new radios for law enforcement that were purchased from the Homeland Security grant, the process of upgrading our tower sites and eventually our radio consoles had begun. An 800 Mghz radio patch was purchased through Homeland Security to be installed in 911 for the purpose of interoperability among agencies in the event of a disaster.
- One of the requirements under Homeland Security is for departments who report to the Emergency Operations Center in the event of a disaster to take two on-line classes under the National Incident Management System. The 911 supervisory staff completed and passed this requirement.
- The annual report to the Legislature was turned in during this period.
- We had a new dispatcher begin her 6 month training period during this time.
- Several dispatchers attended training. Central Dispatch is trying to keep up with the new and ever changing technology which can be pretty challenging. Right now one of the biggest challenges facing the 911 world is VoIP, (Voice over Internet Protocol). This is basically the capability to get phone service over the internet which presents a real test in delivering 911 calls to the correct dispatch centers along with accurate location information.
- This was Kathy Hamme's first opportunity to prepare the Department's budget.

PERSONNEL & EMPLOYEE RELATIONS DEPARTMENT

Activity during the third quarter of 2005 has focused on preparation for upcoming contract negotiations and the development of the department budget. All union contracts expire on 12/31/05 and negotiations will soon begin. As we prepare for this upcoming round we continue to wait for the current contract with the POLC to be signed by representatives of that organization.

The department budget was prepared and submitted to the County Executive.

During this quarter several jobs were posted and filled including new department directors for Central Dispatch and Housing. We also interviewed and identified a candidate for Director of Criminal Defense.

Other activities included:

- Presentation by Lloyd Silberman of a new process for expedited return to work for employees on Workers Compensation.
- Presentation by Fred Todd regarding re-insurance and Medicare D.
- Attendance at the Michigan Chapter of the Society for Human Resource Management conference and other training events involving FLSA, Social Security Privacy and Unemployment compensation.

Training

New Initiatives:

United Way:

Preparations have been made for the Bay County United Way Campaign which begins October 7, with information distributed in paychecks. A special presentation has been prepared for October 13, to conduct training and recognition for the United Way Campaign. The campaign is a result of an employee steering group which met in July to formulate plans.

Day of Caring

The first Bay County Day of Caring team was assembled and worked with other businesses and volunteers to actively work in the community. Kim Coonan, Bob Redmond, Ken Petersen and Julie Chamberlain painted fencing at the Women's Center for an afternoon. Bay County's efforts will be publicized through United Way. The goal of this effort was to generate positive publicity for Bay County Government and to lend vitality to the Bay County United Way campaign.

Ongoing Initiatives:

Employee Assistance & Fitness Initiative

Marketing the Employee Assistance Program and the corporate fitness initiative continued this quarter. Individual presentations were made throughout the Courts facility and the Juvenile Home to instruct employees in using these benefits. The County Lines Employee Newsletter included information needed to use programs, wallet cards and posters were distributed to advertise fall hours at fitness facilities and voice mail and pay stub messages were sent to publicize programs. Delta Fitness & Recreation Center reports a total of 67 check-ins by 15 people for this quarter. The YWCA reports 136 check-ins by 46 people for the quarter. This is a significant increase over earlier reports.

The Bay County Employee Assistance Program reports 17 referrals for this quarter. Of these, 10 were male and 7 were female. Since June 1, there have been a total of 21 referrals. This equates to an annualized usage rate of 10.5% if usage were to remain stable. Employee use of this benefit has increased since introduction of the program on June 1. The national average for use of employee assistance programs ranges from 5-6%. The Bay County Employee Assistance Program is well above that average.

Intranet, Organizational Policies & Toolkits

The development of supervisory information (instructions, forms, procedures and policies) has continued this quarter. An intranet has been developed by an outside firm. Administrative Services is responsible for Intranet introduction.

Work Process Re-design

The Health Department and Division on Aging have completed the initial sessions on Work Process Re-design. Currently, they have assembled design teams to create proposals regarding how to implement changes recommended by employees. Design teams are functioning well and communicating with their fellow employees. The Personnel Department remains as an outside consultant in the design team work process.

Compliance

The biennial Equal Employment Opportunity Report mandated by the Federal Government was begun in this quarter and will be completed by the end of October.

Continuing to work with Recreation & Youth Development on confined space guidelines as recommended by Cambridge Risk Management.

Unemployment Insurance

Continue to review all unemployment claims

Training & Training Coordination

New Employee Training was held in September.

Set up blood-borne pathogen training for summer recreation employees.

RECREATION AND YOUTH DEVELOPMENT

Juvenile Home

As noted on the following, the detention center and secure substance abuse programs have remained relatively busy during the past quarter. The facility generally experiences a slight slow down in late summer.

Month	Total Child Care Days	Average No. Youth per Day
July	Sub-Abuse	221
	Detention	431
Aug	Sub-Abuse	232
	Detention	416
Sept.	Sub-Abuse	258
	Detention	364

We welcomed the following new part time (USWA) youth development worker employees during the quarter: Nicki Wilson, Amber Brunn, Richard Charboneau, Paul Bartholomew, and Kyle Mathews.

Debbie Walker, Youth Development Worker, was elected by her peers as the 2005 Bay County Juvenile Home Child Care Worker of the Year. Debbie has been employed by the Juvenile Home for 14 years.

Golf Course

The golf course held its annual Bay County Championship Golf tournaments for men, women, and seniors. A local high school coach organized a high school tournament, the Tri-Valley Jamboree, held at our course. The Golf Course Superintendent, Tim Watkins reported this year has seen an increased amount of weather-related mold, fungus and disease. On-going repairs to the old irrigation system have led to a recommendation to replace the entire system in 2006.

Although we developed and implemented a new business plan for the snack shop, its financial results for the season mirrored prior years. Despite greater consistency in hours of operation and designated employees, sales remained relatively flat. The course staff participated in an annual training on ADA issues including the use of our mobility cart. The Golf Course Coordinator, Brad Lynch taped a promotional video on the cart and its use on and through the greens for Bay3TV.

Recreation

The swimming pool closed for the season on August 20, 2005. Pool admissions were down somewhat from previous years. In an effort to attract more participation we initiated a new family admission charge. The new admission charge was positively received. Although the fee was implemented mid-season on July 22, a total of 51 families took advantage of it.

Throughout the season the pool admitted 2,643 children, 835 adults, and 650 group participants. The lifeguard staff also taught 127 children how to swim.

The summer youth recreation program was very well attended this year. A total of 178 children registered for the program including 12 five year olds, 24 six year olds, 24 seven year olds, 30 eight year olds, 40 nine year olds, 20 ten year olds, and 28 eleven and twelve year old children. As a result of a very significant cost increase for transportation, the staff arranged to bring many new activities to the community center. In the past children took on average two field trips per week. This year the children participated in less than one field trip per week. Some of the new special activities brought to the Community Center included the fire department smoke house, golf lessons (courtesy of the Bay County Golf Course), a magician, roller hockey coach, stilt demonstration, inflatable, the Chippewa Nature Center, and seeing eye dogs. A special family cook out brought in 300 parents and other family members. Overall it was the best summer ever. The parent evaluations were extremely positive. A parent of a six-year-old child reported, "He liked everything, only thing he'd like to change is to make the camp longer! Thanks for giving him a great summer again."

Civic Arena

Summer is the busiest time for the Civic Arena. With great ice conditions and more time available for fun learning activities, young people can skate every day all day long. In fact this year through two new summer camps, the staff served 58 young people and taught them to play hockey or to play better. They enjoyed on and off ice activities. The SK8Bay figure skating club provided special summer learn to skate programs for a total of 38 youth. Given the success of the summer program, the figure skating club plans to continue running the learn to skate program through Fall and Winter. Our summer 3on3 hockey league included 32 teams from the Tri-City area. While this was two fewer teams than last year it is still the areas largest summer youth hockey league. The arena continued hosting the summer high school hockey program as well. This year 26 teams participated the same number as last season. Our adult league participation showed some nice increases with 12 teams participating, up from 8 last year.

Community Corrections

The Bay County Community Corrections Advisory Board will be embarking on a new program for a Pre-Trial Inmates beginning October or November 2005. Implementing this program will assist in alleviating jail crowding to allow space for more serious sentenced offenders.

Overall Prison commitment rate for felony offenders as of 9/30/05 was 31.01%, 83 of 395 felony offenders sentenced to prison. Bay County's goal is 23% or less. Prison commitment rate for straddle cell offenders is 41.17%, 28 of 68 straddle cell offenders. The State average for this population is 34%. Many straddle cell offenders sentenced to prison are probation violators committing a new crime or parole violators committing a new crime. Bay County is

meeting prison commitment goals for the 2005 grant year.

Bay County will be submitting the FY 2005 End of the Year report to the Michigan Department of Corrections/Office of Community Corrections by the deadline of October 30, 2005.